

Manuscript Checklist

The way your manuscript is formatted and submitted is your professional calling card. Use the checklist below to make sure that you properly format your submission.

My manuscript is...

- On white paper
- Typed using Times New Roman font in 12-point type
- Has double-spaced text
- Has 1" margins all around
- Includes all of the following information in the UPPER LEFT HAND CORNER:

Name

Street

City, State, Zip

Telephone

Email

Website (if you have one)

- Includes the following information in the UPPER RIGHT HAND CORNER:
Genre & Approximate Word Count
- Has the title of my story typed about 1/3 to 1/2 of the way down the first page
- Has my name typed underneath the title
- Includes a header or footer on each successive page with the following information:
My last name, the title of my manuscript, the page number (one line across)
- Has a PAPER CLIP securing all of the pages together (NOT a staple or a report cover)
- Includes only the number of pages specified by the editor or contest chairperson
- Does not describe illustrations in picture books, EXCEPT if an illustration is crucial to understanding a plot point.

My envelope...

- Is easy to open (Translation: Doesn't have every gap plastered in tape)
- Has the proper postage
- Does NOT require a signature from the recipient (If you need assurance of delivery, purchase Delivery Confirmation from your local Post Office.)